

JOB DESCRIPTION

JOB TITLE: Public Health Services Coordinator

GRADE: 16

JOB CODE: 1523

EST. DATE: 7-1-06

GENERAL FUNCTION: Under limited supervision performs a variety of functions in health services program coordination/management in the areas of project management, policy and procedure development and interpretation, program development and coordinates program/project evaluation; documentation, technical assistance; and representation of the department and organization networking.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Coordinates the assigned program or health care projects providing services to clients needing treatment and/or other health care; by providing ongoing monitoring, technical support and administrative direction.

Recommends or develops policies and procedures and interprets their use to ensure compliance in maintaining program accountability and effectiveness.

Evaluates program/projects as required to improve the quality as well as quantity of service delivery.

Provide technical assistance to program and office staff in areas of expertise as requested.

Represent the department on inter-agency councils and committees and attends meetings relating to area of responsibility.

Maintains a collaborative relationship with health agencies.

Prepares statistical reports on program performance, needs, services, information and demographic data; contributes to and ensures the evaluation of program performance.

Monitors program operations through on site visits, review of reports and records.

Provides information and interpretation of the assigned program/special projects to all departmental staff and to the general public.

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Prepares program plans, policy manual(s) and other informational materials for distribution to staff, patients, clients and the general public to meet federal state, and agency reporting requirements.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: Limited supervision with alternating periods of relative autonomy and general review; supervisory plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: May supervise staff assigned.

JOB SPECIFICATIONS:

Knowledge:

- Knowledge of program guidelines and policies.
- Knowledge of agency, state and federal guidelines affecting the program or project(s).
- Knowledge of principles of management.
- Knowledge of technical support principles.

Skills:

- Good level of skill in utilizing appropriate oral and written communication skills with agency staff, clients and the general public.
- Good presentation skills in presenting complex scientific and/or policy information to agency staff and the public.
- Moderate level of skill in managing work-related activities.

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Abilities:

- Ability to form collaborative relationships with agency staff, other agencies and the community.
- Ability to assess and evaluate the program/projects to ensure the quality and quantity of services and performances.
- Ability to compile agency information and prepare appropriate reports, as indicated.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Bachelor's Degree from an accredited college or university. Two (2) years of professional experience in public health, community health agency or similar capacity that would demonstrate the necessary knowledge, skills and abilities.

Completion of a Master's Degree from an accredited college or university in Public Health, Business Administration, Nursing, Nutrition, Epidemiology or Environmental Health may substitute for one (1) year experience.

NOTE: Specific programs may have specialized requirements that differ from those described.

* A regular status employee of the classified service may be considered for this position if the employee has seven (7) years of experience in public health and can demonstrate the necessary knowledge, skills and abilities required. See Note above.

Note: Current Employees in the Program Coordinator (1502) or other classifications could be considered for reallocation to this position no later than 7-1-07 so long as they are performing all the characteristic duties and responsibilities of the newly developed classification and unless the responsibilities relate to administrative functions. Grade level reduced and title change.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

